

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA/647#-

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EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT CCHCS, California Men's Colony	POSITION NUMBER (Agency - Unit - Class - Serial) 056-220-8336-XXX
UNIT NAME AND CITY LOCATED Health Care Services, San Luis Obispo	CLASS TITLE Health Program Specialist II (HPS II)
WORKING DAYS AND WORKING HOURS a.m. to a.m. (Approximate only for FLSA exempt classifications)	SPECIFIC LOCATION ASSIGNED TO Mental Health
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.	

Under general direction of the Chief of Mental Health, the Health Program Specialist II (HPS II) exercises overall administrative responsibility for the Mental Health Services Delivery System (MHSDS); acts as the lead of the development, implementation, monitoring, evaluation, and improvement of the MHSDS at an assigned institution, including implementation of the Mental Health Program Guides and Policies and Procedures (MHPG & PPs) and performs various activities as they apply to the Mental Health Program (MHP). Administrative duties for the MHSDS include plans, organizes and directs health support services to include office & program support services, quality assurance, and general administrative activities to include personnel and fiscal management; works in conjunction with medical, nursing, Health Information Management (HIM), custodial, and mental health managers and administrators to formulate overall policy for mental health care operations at the facility.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
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30%	Independently reviews, researches, analyzes, and prepares the most complex written documents (e.g., performance reports, executive summaries, and memoranda) from health care operations, institution, and division data in order to ensure that management receives accurate and adequate information about correctional health care issues, programs, and policies. Represents the mental health program in meetings/conferences/response to the Court, and task forces on correctional health care related issues in order to complete studies or projects in a timely manner, clarifies departmental concerns, develops policies and procedures, and provides two-way communication with all staff levels. Participates in and/or conducts committees; fulfills assignments as directed and meets with clinical and administrative staff regarding the function of mental health services.
25%	Collaborates with subject matter experts at all staff levels, serves as a subject matter expert to Information Technology staff who design and implement a system for data reliability testing customized for all major clinical, administrative, and correctional databases, and execute ongoing surveillance of data quality. Evaluates clinical data for completeness and accuracy; provides leadership in resolving data quality problems, and provides recommendations to health care and custody executives at headquarters, within the regions, and at institutions to remediate data quality problems.
25%	Evaluates the budgetary needs of program services and works closely with the institution's business manager in preparing the budget. Coordinates purchasing and procurement for the program. Participates in the recruiting, selection, and training of mental health services support staff. Plans and oversees staff work for advisory committees. Provides recommendations involving resources in developing building & construction plans. Provides leadership with information from special studies or complex projects. Coordinates mental health program activities and defines new programs and identifies necessary resources.

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% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
15%	<p>Develops training materials on new or revised health care programs, Departmental policies and procedures in order to ensure compliance with State and Federal regulations (e.g., Title 15, Title 22, etc.) utilizing effective communication skills, teamwork, analytical and organizational skills, and computer programs (e.g., MS Excel, Word, Access, Power Point, Project, etc.), laws, rules, regulations and Departmental policies and procedures (e.g., MHSDS, Program Guides, etc.) governing correctional health care as required upon the creation or revision of a Departmental policy and/or procedure. Trains staff on new or revised Departmental policies and procedures regarding correctional health care programs in order to ensure compliance with State and Federal regulations</p>
5%	<p>Perform other duties as required.</p> <p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Principles and practices of organization, supervision and management; problems involved in administrative health services support programs of a hospital; program development and evaluate techniques; objectives of the treatment programs of a hospital; the Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p> <p><i>Ability to:</i> Plan, organize, direct, and evaluate health services support and programs to meet treatment needs of the MHDS in a correctional facility; establish and maintain effective working relationships with Health Care professional staff and with others; collect and analyze data and make administrative studies and prepare clear, concise and comprehensive reports; analyze situations accurately and take effective action; supervise, train and motivate staff to achieve maximum effectiveness; communicate effectively; and effectively contribute to the Department's affirmative action objectives.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <p>Demonstrated leadership ability and objective understanding of the problems of the California Department of Corrections and Rehabilitation; empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; alertness; keenness of observation; tact, patience, and emotional stability; willingness to accept and effectively carry out administrative responsibility.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.</p> <p>Ability to work an average of 40 hours per week per week over a one-year period. Set work hours during core business hours (work hours beginning as early as 7:00 am and ending as late as 5:00 pm) and able to stay until specific work is accomplished when required. Ability to be on-call for emergencies 24 hours per day, 7 days per week for specific areas of responsibility.</p>

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

The following is a definition of on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of a workday
Occasionally: Involves 1/3 or less of a workday
N/A: Activity or condition is not applicable

Standing: Frequently – stands for periods of time to file/refile, at the copy machine, and other office machines.

Walking: Frequently – has to walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes.

Sitting: Frequently – at a desk or computer table during normal work requirements at his/her own desk and while participating in meetings. There is a flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Frequently – lifts files/documents weighing a few ounces and rarely files weighing up to 20 lbs.

Carrying: Frequently – this activity can be considered to require the same physical demands as lifting.

Stooping/Bending/Kneeling/Crouching: Occasionally – stretches, stoops/bends, kneels, and crouches to access storage areas, as needed.

Reaching in Front of Body: Frequently – will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes.

Reaching Overhead: Occasionally – reaches overhead to retrieve objects from the top shelf of the file cabinet.

Climbing: Frequently – climbs when using the step stool to reach objects. Climbs steps throughout the institution during performance of regular work responsibilities.

Balancing: Occasionally – balances when using the step stool, stairs or lifts.

Pushing/Pulling: Frequently – has to push/pull to open file drawers, desk drawers, carts and racks.

Fine Finger Dexterity: Constantly – will use fine-finger dexterity to write information onto documents and to type information into the computer, manipulate equipment such as a fax machine or telephone.

Hand/Wrist Movement: Constantly – uses hands and wrists in the handling of documents and files, typing, data entry and writing.

Crawling: N/A

Driving: Occasionally

Sight/Hearing/Speech/Writing Ability: Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The HPS II will frequently use hearing, speech and written language to interface with staff, visitors, patients and community.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The HPS II works in an office with his/her own desk area and computer, with florescent lighting and a thermostatically controlled environment.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: The HPS II utilizes a computer, a printer, a telephone (desk/Blackberry), vertical filing cabinets, copy machines, shredder, fax machine, typewriter, and the usual office supplies.